UNBC

JOINT HEALTH & SAFETY COMMITTEE

February 28, 2019
1:00pm to 2:00pm
Charles J McCaffray Hall – Senate Chambers

Participants:
Sarah Elliott, (Employer Rep)- Co-Chair
Erik Jensen , (Employer Rep)
Kerry Roberts, (Employer Rep)
Twylla Hamelin, (Employer Rep)
Chelsea Pelletier, (Faculty Positional)
Christa Florell, (Faculty Employee Rep 1)
Annie Booth, (Faculty Employee Rep 2)
Helen Lapp, (CUPE Employee Rep 1)- Co-Chair
Liz Dunn, (CUPE Employee Rep 2)
Natalie de Bruyn, (CUPE positional)
Lydia Troc– Health & Safety Manager, (Resource)
Conan Ma, Chemical Safety Officer (Resource)
Jennifer Skaar – (Recording Secretary)
Chris Jackson (Faculty Employee Rep) *Alternate*
Alina Constantin, (Faculty Employee Rep) *Alternate*

Absent:
Barb Daigle**,** (Employer Rep) *Alternate*
Shannon Wagner, (Employer Rep)
Mark Dale (Employer Rep) *Alternate*
David Claus, (Employer Rep)
Aaron Olsen, (Employer Rep) *Alternate*
Sean Kinsley**,** (Employer Rep) *Alternate*
Trevor Smith, (Employer Rep) *Alternate*
Maik Gehloff, (Faculty Positional) *Alternate*
Deb Schweder, (CUPE Employee Rep 1) *Alternate*
Richard Pattinson, (CUPE Employee Rep 2) *Alternate*
Bethany Haffner, (CUPE Employee Rep 3) *Alternate*

Meeting Co-Chair: Helen Lapp

A. AGENDA

a.1) Request to add to new business: Pedestrian Walkway in Parking Lot B - Helen
a.2) No other changes or additions to the agenda – all approved

B. APPROVAL OF MINUTES – January 31, 2019

b.1) No changes to the minutes – Sarah & Erik motioned to accept. All in favour & approved.

C. BUSINESS ARISING FROM THE PREVIOUS MINUTES

18-018) Psychological health in the workplace discussion –(confirmation of meeting date) **–Kerry**
-Kerry to confirm with Shelley that she can attend the March meeting.

18-019) Sub-Committee for the Safety Survey update – Sarah
-Sarah Looking for more volunteers for the sub-committee. Only 4 signed up so far.
-Mondays look to be the best day of the week for meetings and an invite will be sent out from Sarah and Shelley shortly.

18-022) November 2018 Power Outage Debrief – Kerry
-Biggest discovery that came out of the debrief involved communication.
-Erik indicated there was a summary which outlined the top concerns reviewed at the debrief and he would like to see the feedback on those concerns be brought to the Committee.
-Postponed for the next meeting.

19-001) Committee Employee Co-Chair Representative - Helen
-Helen is continuing in her role as both a CUPE Representative and the Employee Co-Chair Representative for the committee for the next year.

19-006) Classroom Fire Drill Information - Lydia
-Follow up on the discussion regarding Faculty delivering emergency exit instruction to classes at the start of each semester. Met with the FA Association who recommended the Safety Office create a brief statement to bring back to the Committee for input and then moved on to the Deans and Program Chairs to roll out. Proposed statement for Faculty to use in the classroom was read to the Committee. Committee asked for support to move forward and present to the Deans and Program Chairs as a recommendation from the Joint Health & Safety Committee.

Discussion:

-Committee recommendations to the Deans and Program Chairs should include the issues that have presented during evacuation for fire drills to support the request.

Committee supports and in agreement for Lydia to move forward and take to the Deans and Program Chairs as a recommendation from the JH&S Committee.

19-007) New Incident Investigation Form - Sarah

-The new incident form was presented to Committee members last month with a request for feedback. None were brought forward so the new form is accepted and will be made available on the webpage.

19-008) Snow Removal – Helen

-Issues brought forward from employees concerned with snow removal at the library entrance and question on what are considered priority areas. Helen spoke with Facilities and verified the top priority areas are the daycare and student residence. Helen was surprized that the handicap parking lot by the library was not on the high priority list. It is frequently not accessible at 8:00am for people who require this parking. As a Committee should we provide recommendations as to where we feel the priorities should sit?

-Sarah suggested a review of the snow clearing map which will available shortly. Daycare and student residence are the top priority because of early traffic for the daycare and handicap students needing access on campus from the residence buildings.

-Helen suggesting the handicap parking by the library also be a first priority and looking for feedback from the Committee.

Comments:

-At least 3 handicap parking areas on campus not just the library.

-The results from the recent survey around access will be available soon which should provide useful information.

-Facilities have very limited resources.

-Support the suggestion to wait for date from the access survey and to also get data direct from Facilities to understand the limitations before any recommendations are put forward. Once all the data is gathered possible solutions could be reviewed.

-Suggestion to use TV's around campus for other safety related issues has previously been brought up and this topic comes up all the time. Information pertaining to snow removal could be run on the TV's to keep people educated on the priorities, the map, resources etc.

-Could students be hired to help with snow removal around campus? Sarah verified they are but students are not always reliable.

-Recommendation to those hearing complaints to ask people to complete the survey on access around campus.

19-009) Committee Project Considerations for 2019 – Annie

-Annie would like to see the Committee identify some safety items that the JH&S Committee can take on as projects that address safety gaps. This suggestion is for the Committee to identify specific areas or issues that can be worked on as a preventative measure. Gather ideas and suggestions from college councils, FA, CUPE, etc on addressing safety.

Recommend a 20 minute agenda item at the start of the next meeting to discuss.

Comments:

-Would be good to be proactive as opposed to reactive. Would recommend selecting 1 or 2 projects items at the start of the year for the Committee to work on over the course of that year.

-Suggestion to have the Field and Lab Safety Committees engaged to participate as well.

19-010) New Safety Training & Development Modules – Annie

-Requested to bring this forward by the FA. Concern is with the April deadline for completion. Some faculty are on sabbatical and will not be able to complete the training by the April date. Suggestion to extend the date to July 31 for those on leave.

Comments:

-Kerry indicates it is the employer's obligation to provide this training to employees and there is accountability to WorkSafe BC if employees are not complying. People on leave would not be expected to complete the training until their leave is over. Concern is if WorkSafe BC would accept the reason for not complying being due to a faculty member on sabbatical who is still attending campus (the workplace).

-Annie indicated that those on sabbatical are dedicating their time to their research. Would recommend an extension to July 31 be provided for those on sabbatical or leave.

- As a Supervisor, it would be my responsibility to follow up with those employees who have not completed the training and a date could be set with employees returning to work from leave for completing the training.

-Apr 30 is not academically friendly due to the course load at that time. May 15 is better as it provides time for filing final grades.

19-011) Safety Lunch & Learn – Lydia

- First Safety Lunch & Learn on March 19th from 12pm to 1pm – Lydia provided posters for people to put up in their areas. Material will be on general safety including putting in TMA's and responsibilities around safety.

Comments:

-Sarah – this fits into Annie's suggestion for projects. Information and feedback can be provided for future topics such as ergonomics.

-Annie indicated midterms are taking place not many FA members would be available and many CUPE members only get ½hour for lunch.

-Kerry – most CUPE members get 1 hour for lunch.

-Chris – poster may lead people to think lunch is provided. Lydia will clarify in the email notice.

D. Incident Report Summaries – Sarah

Review of the WorkSafe and other classified incident reports for First Aid Incidents, Safety Investigations, and Other reports emailed to Committee Members.

-Question on the incident that involved the light fixture falling at the NSC. Will all those types of light fixtures have the screws replaced with the correct type of screw? Lydia will follow up to ensure all are being replaced.

-No other comments or questions brought forward.

E. Inspection Updates

1) **Building Inspections – Lydia**

-Building inspections have started and on track. Looking for employer reps to assist with building inspections for March. Sarah, Twylla, & Helen volunteered.

-No other concerns.

2) **Lab Inspection Report –Conan**

-Conan indicated lab inspections are going forward and no concerns to report.

F. New Business

1) Handicap doors at the main library entrance not working on the weekend

-Helen received information that the handicap doors at the main library entrance are not working on the weekend making access difficult for those who require. Is this standard?

-Sarah will have Marlene from Security look into with Facilities.

2) **Pedestrian walkway from Parking Lot B - Helen**
-Helen indicated that there is no walkway from Parking Lot B to the roadway making it dangerous when there is pedestrian traffic.
-Sarah will look into with Facilities.

MEETING ADJOURNED AT 2:03pm

ACTION ITEMS

Item #	Description	Who	Action
1) 18-018	Shelley McKenzie to hold discussion with the Committee on psychological health in the workplace.	Kerry	Shelly attending the March meeting.
2) 18-019	Sub-committee formation & development of questions for the safety survey.	Sarah	Committee Volunteers required
3) 18-022	Nov 2018 Power Outage Debrief	Kerry	Scheduled for April meeting with guest, Lisa Haslett
4) 19-002	Terms of Reference Review	All Members	Review - October 2019
5) 19-006	Classroom fire drill information	Lydia	February 2019
6) 19-008	Snow Removal	Helen & Sarah	Follow up for May 2019 for access survey results and other data to assist with review.
7) 19-009	Committee project considerations for 2019	Annie	March 2019
8) 19-012	Weekend handicap door access at the Library entrance	Sarah	Follow up March 2019
9) 19-013	Pedestrian Walkway – Parking Lot B	Sarah	Follow up May 2019
10) 19-014	Committee Effectiveness Evaluation 2019	Sarah & Helen	May 2019